



JOB OPPORTUNITY

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Announcement Number: 05-304A (Amended Major Duties and KSA #6)
Position Title: **Attorney-Advisor (LABOR)**
Series and Grade: PG-0905-15
Salary Range: \$107,521 - \$139,724
Promotion Potential: PG-0905-15
Opening Date: 12/30/05
Closing Date: 01/31/06
Location of Position: Office of the Chief Human Capital Officer, Office of Labor Relations, Washington, DC
Number of Openings: One (1)
Type of Appointment: Permanent
Work Schedule: Full-Time
Who May Apply: All U.S Citizens

ABOUT THE GPO:

Today, the GPO is at the epicenter of technological change as it embraces its historic mission while looking to the digital future. The men and women of the GPO are hard at work transforming the agency into a digital information processing facility that will continue Keeping America Informed into the 21st century and beyond. Come be a part of history in the making as the largest information processing, printing, and distribution facility in the world transforms into a revolutionary digital facility.

MAJOR DUTIES:

Directs the Labor Relations (LR) Program. Plans, develops, directs, manages, administers and controls the LR Program in accordance with pertinent laws and regulations. Serves as the GPO's principal contact with the Federal Labor Relations Authority (FLRA) and the Federal Service Impasse Panel (FSIP). Provides advice to and assists the Chief Human Capital Officer (CHCO) on all matters related to Labor Relations. Maintains contact with top management to assist them in their dealings with employees and unions, and to cultivate an awareness of current issues facing the GPO. Renders advice on questions of laws, regulations and administrative policies involved in the operation of GPO's Labor Relations program. Researches pertinent laws, regulations and precedent cases such as FLRA, MSPB, FSIP, and the Comptroller General cases and makes appropriate recommendations regarding their applicability and impact upon GPO. Establishes and maintains effective working relationships with representatives of recognized bargaining units, the Joint Council of Unions, and the Joint Bargaining Committee. And negotiates with the unions on wages, working conditions, and other related issues.

Continued on Reverse

QUALIFICATIONS REQUIRED:

All qualification requirements must be met by the closing date of this announcement.

Basic Requirement: The following qualification requirements must be met before applicants are eligible for further consideration.

Education: Applicants must have successfully completed a full course of study in a school of law accredited by the American Bar Association (ABA) and have graduated with a professional law degree JD, LL.B., and/or LL.M. Significant academic achievement in law school (such as graduation in top third of class, or graduation with honors) will be favorably considered.

Bar Membership: Applicants must be active members in good standing of the Bar of a state, territory of the US, District of Columbia, or the Commonwealth of Puerto Rico.

Professional Legal Experience: Applicants must have five or more years of professional legal experience, acquired after being admitted to the bar, commensurate with the duties and responsibilities of the position. Significant judicial clerking experience will be favorably considered. Candidates' experience must have been at a sufficiently high level of difficulty to clearly show that the candidates possess the professional and technical qualifications in order to perform the duties of this position.

In addition to the above requirement, applicants must submit the following documents:

- 1) A signed & dated current Optional Application for Federal Employment (OF-612) or resume with the vacancy announcement number. A narrative response statements for each of the following KSAs in your application package.
- 2) Law School Transcripts & official statement of relative standing in class. A photographic copy is acceptable when applying but certified documents must be furnished before entering duty.
- 3) Official certificate showing the applicant is a member in good standing with the Bar of a state, territory of the US, District of Columbia, or the Commonwealth of Puerto Rico, together with a sworn (notarized) statement by the candidate that his or her fitness to practice law or conduct as an attorney have never been challenged in any jurisdiction, **OR** if either has been challenged, a sworn (notarized) statement concerning the facts and circumstances together with any explanation the applicant may deem appropriate. As an alternative to sworn (notarized) statement, a declaration under penalty of perjury may be submitted in the following format: I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct executed on (Date), (Signature of Applicant). (28 U.S.C. 1746). This statement and certificate must be dated within three months of the date the application is submitted. The statement and certificate must be submitted by all applicants.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability (KSA) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSA. When describing your KSAs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSA.

You must submit separate narrative response statements for each KSA with your application package.

Knowledge, Skills, and Abilities

- 1) Skills in applying federal civilian Personnel laws, Employment Discrimination laws, Labor Relations law. Ability to interpret laws, rules, regulations, and procedures. Ability to present legal opinions or to advise and brief in areas of civilian personnel and labor law.
- 2) Skills in applying federal laws, statutes, regulations, policies and procedures concerning the EEOC, MSPB, FLRA, arbitration, and federal court cases with a thorough understanding of how these forums operate. Knowledge of discovery rules, including electronic discovery rules.
- 3) Knowledge of administrative law including civilian personnel law, administrative investigations, and government information disclosures.
- 4) Ability to research and analyze complex legal issues using statutes, regulations, and case law; formulate sound judgment as to legal sufficiency; familiarity with automated legal research tools (LEXIS); and the ability to provide timely, responsive, and accurate legal advice to managers and principal staff officers.
- 5) Ability to communicate effectively in writing as demonstrated by legal briefs, memoranda, opinions, and correspondence.
- 6) Ability to communicate and negotiate with the unions on wages, working conditions, and other related issues.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

STEP 1:

Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at: http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2:

Prepare separate narrative responses to each of the KSAs listed in this announcement.

STEP 3:

Current and Former Federal Employees: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106. All time in grade requirements must be met by the closing date of this announcement.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

Veterans: Attach a copy of your most recent DD-214, "Certificate of Release or Discharge from Active Duty" or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran's preference, you must also attach an SF-15 "Application for 10-Point Veterans' Preference" plus the proof required by that form. For more specific information about your veteran's preference and eligibility, please visit <http://www.opm.gov/veterans/>. When one application is received, it will be considered under competitive procedures only. Veterans who also wish to be considered under merit promotion procedures must submit two separate complete applications.

EQUAL EMPLOYMENT OPPORTUNITY: GPO is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, marital status, age, political affiliation, union or non-union affiliation, sexual orientation, disability, or any other non-merit factors. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us and the decision on granting reasonable accommodation will be on a case-by-case basis.

Applicants with Disabilities: If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of the position and are eligible for an excepted appointment based on a physical or mental disability.

STEP 4:

Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information please contact:

Human Capital Department
Phone: (202) 512-1035
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

PRE-EMPLOYMENT CONSIDERATIONS:

Selectees must successfully pass a drug test and background check before appointment. Current GPO employees are not subject to these requirements.

GPO may pay relocation costs.

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.